| Role | Role Description | Training Requirement | | | |
|---|---|---|---|---|---|
| | | Purchasing Tech | Foundations of Procurement | Level 1 - Contract Manager | Level 2 - Warrant Officer |
| Agency Contract Manager – TCM Implemented | Assigned to the Agency Contract Manager of agency and allows access to contracts, forms, and vendor profiles. | X | X | X | |
| Agency Contract Officer – Not TCM Implemented | Assigned to the Agency Contract Officer of agency and allows access to solicitations, forms, vendor profiles, approval workflows, templates, and a buyer or shopper role in shopping. Can only search contracts. | X | X | X | |
| Agency Contract Officer – TCM Implemented | Assigned to the Agency Contract Officer of agency and allows access to solicitations, **contracts**, forms, vendor profiles, approval workflows, templates, and a buyer or shopper role in shopping. | X | X | X | X |
| APO – Not TCM Implemented | Assigned to the Agency Procurement Officer of agency and Allows access to solicitations, forms, vendor profiles, approval workflows, templates, and a buyer role in shopping. Can only search for contracts. | X | X | X | |
| APO – TCM Implemented | Assigned to the Agency Procurement Officer of agency and allows access to solicitations, **contracts**, forms, vendor profiles, approval workflows, templates, and a buyer role in shopping. | X | X | X | X |
| eMarketPlace Buyer | Shop from eMarketPlace with the ability to submit orders using a PCard. This role is required in eMACS before an Amazon Business account can be assigned. | X | | | |
| eMarketPlace Shopper | Shop from eMarketPlace but only allowed to create a shopping cart that must be assigned to a buyer to complete the purchase. | X | | | |
| Approvers | Ability to approve workflow approval steps (Sourcing and Request Forms) where this user is added to the applicable step in the designated workflow. | | | | |
| State Accounting Vendor Approver | Only assigned to State Accounting staff to maintain the vendor registrations/approvals for eMACS. | | | | |
| Auditors Role | Assigned to an auditor for temporary view access to sourcing events and contracts. User needs to be added to the applicable work group. | | | | |
| Requisitioner | Access to complete and submit Requisition and Sole Source forms. | | | | |
| Sourcing Team | Gives users access to view solicitation responses. The Contract Officer needs to add the user to their event. Also can view contracts (Stakeholder). Users can designate which role is needed in the notes section on the ServiceNow request form. | | | | |